OFFICE OF PUBLIC INSTRUCTION

PO BOX 202501
HELENA MT 59620-2501
www.opi.mt.gov
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)

Linda McCulloch
Superintendent

Applications for 21st Century Community Learning Centers will be completed on the new OPI e-grants system. The 21st CCLC application will be online on March 14, 2008. The deadline for submitting a grant will be **April 30, 2008**.

In order to facilitate your pre-planning you will find listed below components of the e-grant application. This will allow you to collect and create the necessary data prior to accessing the e-grant system. These are pages from the e-grant system, but they may have a different look or minor changes when you access them to complete your application. This is a sample document. Do **not** print, fill out or send to the OPI.

It is recommended that when you do use the on-line application that you type in your information rather than copying and pasting from a Word document.

 A few things to remember:
1. Do not use characters such as, @, #, *, &, etc.

2. **Important**: Put one character in each text field and click the Save Page (This makes sure that you will not lose data when saving)

3. After you have done Step 2 save often when typing in data.

4. Once the data has been entered into the field and saved, you could copy and paste it into a Word document to check the spelling.

5. Then paste it over the old text in the online text field.

6. Do not click Calculate unless all fields on the page have been filled.

You must get a login and password from your e-grant security coordinator.

OPI E-Grants System

OPI
Home

Logon Page   Instruction

Welcome to the Office of Public Instruction (OPI)
E-Grants System

Please enter your user ID and Password

User ID: [   ]
Password: [   ]

LOGON

Public Access

See the Instructions for supported browsers and optimal screen resolution settings.

Powered by **MTW** *Solutions* *Grant Management System*

The Montana Office of Public Instruction, Linda McCulloch, Superintendent • P.O. Box 202501 Helena, Montana 59620-2501
In-State Toll-Free 1-888-231-9393, Local (406) 444-3095

After logging in, this will be the first page you will see. Click on 21ˢᵗ Century to begin the application process. If 21ˢᵗ Century is not visible you must contact your e-grant security coordinator to get a login and password for rights to 21st CCLC data entry.

OPI E-Grants System

OPI Home

Sign Out

Menu List

Instruction

You have been granted access to the forms below by your Security Administrator

Competitive Grant
  21st Century
Discretionary Grant
  Title I Part C - Regular Term
  Title I Part C - Summer Term
Formula Grant
  Carl Perkins - Secondary
  ESEA / NCLB Consolidated
  IDEA Consolidated
  Title I School Improvement
Planning
  Planning Tool

If the form you need is not listed, contact your Security Coordinator :

See the Instructions for supported browsers and optimal screen resolution settings.

The Organization Search Results page appears. Click the Radio button in front of the organization that is applying. Then click **Select.**

OPI E-Grants System

OPI
Home

Click to Return to Organization Select
Click to Return to Menu List / Sign Out

Organization Search Results

Program – 21st Century New Application

Organization Search Results

Select	Name	Code
○	Butte H S	1212
○	Butte Elem	0840

Select

user ID: cuggetti

On the Application Select page, you will click Yes

OPI E-Grants System

Applicant Name: Missoula Elem   **Legal Entity:** 0583

Application Select - 21st Century New Application   Instruction

This Program Allows you to have multiple projects.
Would you like to create a new project for the current year? ☐ Yes

Select an application from the list(s) below and press one of the following buttons:

| Open Application | Create Amendment |
| Review Summary | Payments | Print All |

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date
2009-2010					
○	10-TitleIVB-A0 Original Application			Not Submitted	
2008-2009					
○	09-TitleIVB-00 Amendment 4	11-20-2008	12-15-2008	Final Approved	12-15-2008
○	09-TitleIVB-00 Amendment 3	10-13-2008	10-14-2008	Final Approved	10-14-2008
○	09-TitleIVB-00 Amendment 2	07-09-2008	07-09-2008	Final Approved	07-09-2008
○	09-TitleIVB-00 Amendment 1	07-08-2008	07-08-2008	Final Approved	07-08-2008

You will type in a title for this 2010 Project. It is advisable to use the name of the school(s) that will be focus of this program. After entering the title, click **Create New Project**

OPI E-Grants System

OPI
Home

Click to Return to Organization Select
Click to Return to Menu List / Sign Out

Applicant Name: Missoula Elem   Legal Entity: 0583

Application Select - 21st Century New Application   Instruction

This Program Allows you to have multiple projects.
Would you like to create a new project for the current year? ☑ Yes

Year: 2010 ▾   New Project Title: [   ]   Create New Project

Select an application from the list(s) below and press one of the following buttons:

Open Application   Create Amendment
Review Summary   Payments   Print All

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date
2009-2010					
○	10-TitleIVB-A0 Original Application			Not Submitted	
2008-2009					
○	09-TitleIVB-00 Amendment 4	11-20-2008	12-15-2008	Final Approved	12-15-2008
○	09-TitleIVB-00 Amendment 3	10-13-2008	10-14-2008	Final Approved	10-14-2008
○	09-TitleIVB-00 Amendment 2	07-09-2008	07-09-2008	Final Approved	07-09-2008
○	09-TitleIVB-00 Amendment 1	07-08-2008	07-08-2008	Final Approved	07-08-2008

This page contains background information on 21st Century Community Learning Centers. Please read and look at the link to OPI non-Regulatory Guidance. Information on these pages may assist you with your application. When finished, click on **Application Type**.

OPI E-Grants System

Applicant Name: Missoula Elem   **Legal Entity:** 0583   Title IV B - 21st Century ▾

Application: 2009-2010 Original Application-A1

Printer-Friendl

Click to Return to Application Selec

Click to Return to Menu List / Sign Ou

Overview	Application Type	Contact Information	Allocations	Program Detail	Budget Pages	Assurances, Common and Program	Submit	Application History	Amendment Description	Page_Lock Control

21st Century Community Learning Center Overview

Programs: 21st Century Community Learning Center

Purpose: A 21st Century CCLC program will:

- provide opportunities for academic enrichment, including tutorial services to help students, particularly those who attend low-performing schools, to meet state and local student performance standards in the core academic areas of reading and math;
- offer students a broad array of additional services, programs, and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music and recreation programs, technology education programs, and character education programs that are designed to reinforce and complement the regular academic program of participating students; and
- offer families of students who are served by community learning centers the opportunities for literacy and related educational development.

Eligible Applica....   ....ay be local education agencies, community-based organizations, including faith-based organizations, institutions of ...gh... ...., ..ty or county government agencies, for profit corporations and other public or private entities. A community-based organization is defined as a public or private for-profit or nonprofit organization that is representative of the community and has demonstrated experience or promise of success in providing educational and related activities that will complement and enhance the academic performance, achievement and positive youth development of students. While all organizations are eligible to apply, they MUST be partnered with an eligible school to be considered for funding.

- Federal regulations require that programs must primarily serve students who attend schools that serve a high percentage of students from low-income families.
  For Montana, this means that grant awards are restricted to projects that primarily serve students attending schools that meet or exceed forty percent (40%) Free and Reduced-Price Lunch eligibility.
- Federal regulations also require that a priority must be given to applications that serve students attending schools with a 'school in need of improvement' designation under Title I and that are submitted jointly by a school district and a community-based organization.

If you are a current 21st Century Grantee you would select Yes, click **Save Page** and follow directions on page 8. If you currently do **not** receive 21st Century funds you would select No, click **Save Page** and follow directions on page 7.

OPI E-Grants System

OPI Home

Applicant Name: Butte Elem

Legal Entity: 0840

Title IV B - 21st Century ▼

Printer-Friendly

Application: 2008-2009 Original Application

Click to Return to Application Select
Click to Return to Menu List / Sign Out

| Overview | Application Type | Contact Information | Allocations | Program Detail | Budget Pages | Assurances, Common and Program | Submit | Application History | Page_Lock Control |

Application Type   Instructions

Are you a current 21st CCLC grantee? ◯ Yes ◯ No

[Save Page]

This page concerns **only** those programs that currently receive 21st CCLC funds. You would check the applicable button and click Save Page.

OPI E-Grants System

OPI Home

Applicant Name: Butte Elem

Legal Entity: 0840

Title IV B - 21st Century

Application: 2008-2009 Original Application

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

| Overview | Application Type | Contact Information | Allocations | Program Detail | Budget Pages | Assurances, Common and Program | Submit | Application History | Page_Lock Control |

Application Type

Instructions

Are you a current 21st CCLC grantee? ● Yes ○ No

○ Click here if you are a fifth year 21st CCLC applying for up to 60% of your current grant amount and not less than a minimum of $50,000.

○ Click here if you are submitting a new application for 21st CCLC Funding. For the purpose of this competition, NEW is defined as a currently funded 21st CCLC program adding a new target population, serving a new center, and addressing the specific needs of that population.

Save Page

Once the Application Type has been saved you will need to click the **Contact Information** tab.
Enter all contact information on this page and click **Save Page**.

OPI E-Grants System

OPI
Home

Applicant Name: Polson Elem

Legal Entity: 0477

Application: 2008-2009 Original Application

Title IV B - 21st Century
Printer-Friendly
Click to Return to Organization Select
Click to Return to Application Select
Click to Return to Menu List / Sign Out

The application has been submitted. No more updates will be saved for the application.

Overview	Application Type	Contact Information	Allocations	Program Detail	Budget Pages	Assurances, Common and Program	Submit	Application History	Page_Lock Control

Contact Information   Instruction

* Denotes required field

Authorized Representative:

Last Name   First Name

Phone   Extension   Fax

Summer Phone*   406 390 3998 Extension   Email

District / Fiscal Clerk:

Last Name   First Name

Project Director:

Will there be a Project Director with dedicated time to lead and administer this project?   ⦿ Yes ○ No

Project director will be: ○ Full time ○ Part time

Project Director is the: ○ Authorized Representative above

                                   ○ District / Fiscal Clerk above

                                   ○ Other - Provide details below

   Other contact:

   Last Name*   First Name*

   Position/Title*

   Phone*   Extension   Fax*

   Summer Phone*   Extension   Email address*

Application Approval / Disapproval Copy Email Addresses

☐   Automatic e-mail notifications of this application's approval and/or return will be sent to the LEA Authorized Representative. If others want to receive these automatic e-mail notices, their e-mail addresses must be entered in the text boxes that follow (limit of five e-mail addresses). Note: If the district clerk or program contact has an e-mail address listed above, it must be re-entered in this section to receive the automatic e-mails.

Save Page

The Allocations page does **not** require entry. When a grant is awarded to an entity the allocation will be shown on this page. Click on **Program Detail**

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Application: 2008-2009 Original Application

Overview	Application Type	Contact Information	Allocations	Program Detail	Budget Pages	Assurances, Common and Program	Submit	Application History	Page_Lock Control

Allocations   Instructions

	TitleIVB
Current Year Funds	
Allocation	$0
ReAllocated (+)	$0
Released (-)	$0
Total Current Year Funds	$0
Prior Year(s) Funds	
Carryover (+)	$0
ReAllocated (+)	$0
Total Prior Year(s) Funds	$0
Sub Total	$0
Multi-District	
Transfer In (+)	$0
Transfer Out (-)	$0
Administrative Agent	
Adjusted Sub Total	$0
Total Available for Budgeting	$0
	TitleIVB

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On the **Populations/Needs Assessment** page enter the schools to be served, with their free and reduced price meal status, Title I designation, and the total school enrollment. Do **not** click the Calculate Totals button until you have entered all data under Needs Assessment. Here enter the percentage of students who are below proficient in Reading/Language Arts and Math. Indicate the number of students that you hope to serve at least one day and the number of those students you feel will attend 30 or more days. Click **Save Page.** (6 Points maximum for Populations to be served, 6 Points maximum for Needs Assessment)

Applicant Name: Missoula Elem   **Legal Entity:** 0583   Title IV B - 21st Century ☑

Application: 200   tion-A1   0000

Printer-Friendly
Click to Return to Application Selec
Click to Return to Menu List / Sign Ou

Overview	Application Type	Contact Information	Allocations	Program Detail	Budget Pages	Assurances, Common and Program	Submit	Application History	Amendment Description	Page_Lock Control

Populations/Needs Assessment	Program Operations	Program Abstract	Goals	Partnerships	Sustainability

Populations/Needs Assessment   Instructions

1.) Populations to be served

Name of Each School that will participate	% of Free/Reduced meals students	Title I Designation	Total Number of Enrolled Students
		☐ Yes ☐ No	
		Total	

Add Additional Entries

2) Needs Assessment

Percentage of participating students who are below proficient in Reading/Language Arts [   ]

Percentage of participating students who are below proficient in Math [   ]

Number of anticipated/existing students to be/being served in afterschool program. (Annual) [   ]

Number of anticipated/existing regular (students attending 30+ days) students to be/being served in afterschool program. (Annual) [   ]

Percentage of Students [   ]

Percentage of Students [   ]

Save Page

Click on **Program Operations** tab. Fill in all applicable fields and click **Save Page.** (25 Points maximum for Program Operations)

OPI **E-Grants System**

Applicant Name: Missoula Elem   Legal Entity: 0583   Title IV B - 21st Century ▾

Application: 2009-2010 Original Application-A1

Printer-Friendl
Click to Return to Application Sele
Click to Return to Menu List / Sign Ou

Overview	Application Type	Contact Information	Allocations	Program Detail	Budget Pages	Assurances, Common and Program	Submit	Application History	Amendment Description	Page_Lock Control

Populations/Needs Assessment	Program Operations	Program Abstract	Goals	Partnerships	Sustainability

Program Operations   Instructions

Application Type: New applicant or a current applicant submitting a NEW application for 21st Century CCLC Funding.

Number of anticipated/existing program centers (Sum of following school and community based entries)   Location [▾]

    Number of anticipated/existing program centers that will be/are school based

    Number of anticipated/existing program centers that will be/are community based

Program activities will be/are held: Program will be/are served:

    Before School   ☐   Elementary School Students   ☐

    After School   ☐   Middle School Students   ☐

    In the Summer   ☐   High School Students   ☐

School Year Program Information

    Anticipated start date of school year program   Anticipated end date of school year program

    Number of days per week the program will be/is open during the school year   Number of hours per week the program will be/is open during the school year

Summer Program Information

    Anticipated start date of summer program   Anticipated end date of summer program

    Number of days per week the program will be/is open during the summer   Number of hours per week the program will be/is open during the summer

B) Program Operations

Since this program will be an entirely new program you must not duplicate the services rendered under your current grant. Describe how the differences in this new program will be substantially changed with regards to student population (grade levels, new population served, identifying new qualifying school(s), etc) highly qualified staffing, a variety of engaging activities, number of students served, facilities, transportation and optimizing the use of time students spend out of school. You must refer to data from your previous years of programming with 21st CCLC funds as comparison to this new proposal. (2000 Character Maximum)

[Save Page]

Click on the Goals tab. Information on entering Goals, Strategies, and Action Steps may be found on page 15. When the goal, strategies and action steps have all been entered, click **Save Page.**

OPI E-Grants System

Applicant Name: Missoula Elem   **Legal Entity:** 0583

Application: 2009-2010 Original Application-A1

Title IV B - 21st Century

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

| Overview | Application Type | Contact Information | Allocations | Program Detail | Budget Pages | Assurances, Common and Program | Submit | Application History | Amendment Description | Page_Lock Control |

| Populations/Needs Assessment | Program Operations | Program Abstract | Goals | Partnerships | Sustainability |

| Goal I | Goal II | Goal III | Goal IV | Goal V |

Goal I   Instructions

Goal, Strategies and Action Steps
List your goal, specify strategies and action steps. You are limited to three strategies per goal.

Goal (80 Character Maximum)

Strategy (300 Character Maximum)

Action Step 1 (500 Character Maximum)

Action Step 2 (500 Character Maximum)

Action Step 3 (500 Character Maximum)

Add Strategy

Save Page

Goal I (Maximum for all Goals, Strategies and Action Steps – 25 Points)

Goal, Strategies, and Action Steps

When making entries in the text fields on the goals pages do NOT use any formatting (bullets, numbering, bold, italics, etc.), tables or charts. It is best to save a Word document as plain text before copying and pasting into text fields.

Goal
1. Enter your first goal in this box
   Sample Goal: Provide students with a safe, healthy, drug free (environment) learning program, in a well supervised, learning environment, staffed by caring, competent and supportive adults that will extend, enrich and remediate their identified academic/social needs, and fill existing gaps in services to children within our community.

Strategy
2. Click **Add Strategy** at the bottom of the page to open a strategy box.
3. Enter statements outlining the plan to achieve your goal.

Action Steps
4. Describe activities, timelines, participation, and/or resources. Include details about activities and patterns of action that will be taken and the decisions that will be made to address the strategy.
5. You may enter up to three **Action Steps** per **Strategy.**
6. When all **Action Steps** are completed, you may click on **Add Strategy** to add another strategy for the particular goal.
7. Complete at least one (1) **Action Step** for each strategy.
8. When **Goal I Strategies** and **Action Steps** are complete click **Save Page** and continue with the next goal.

Click on **Program Abstract** tab. Fill in all applicable fields and click **Save Page.** (12 Points maximum for Program Abstract)

OPI E-Grants System

Applicant Name: Missoula Elem   **Legal Entity:** 0583

Application: 2009-2010 Original Application-A1

Title IV B - 21st Century ▾

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview	Application Type	Contact Information	Allocations	Program Detail	Budget Pages	Assurances, Common and Program	Submit	Application History	Amendment Description	Page_Lock Control

Populations/Needs Assessment	Program Operations	Program Abstract	Goals	Partnerships	Sustainability

Program Abstract   Instructions

Application Type: Current 21st Century CCLC grantee applying for 60% of current grant and not less than a minimum of $50,000.

Application Type: New applicant or a current applicant submitting a NEW application for 21st Century CCLC Funding.

Note: All fields require entry.

B) Project Abstract

Since this program will be an entirely new program you must not duplicate the services rendered under your current grant. Provide a brief description of your intended use of 21st Century program including: (a) Purpose and services to students/families and how this differs from your previous purpose and services (b) Strategies for achieving project goals and why they have changed from the previous program (c) Expected project outcomes with documentation that explains how they changed from the previous program (d) Indicators of program success. (2000 Character maximum)

Timeline

What is your program implementation timeline for the fiscal year? (2000 Character maximum)

Professional Development
What is your professional development plan for all individuals connected to this program? (2000 Character maximum)

Program Evaluation

Define how you intend to evaluate/have evaluated your progress in achieving your goals and objectives? Use resources that document crime statistics, drop-out rates, teen-age pregnancies, academic achievement, behavior/discipline, health/nutrition, and any other data that would document your progress in achieving your goals and objectives.(2000 Character maximum)

Save Page

Click on the **Partnerships** tab. Enter all anticipated partners. Do not forget to fill in the first text box with a general overview of services provided by your partners. Click **Save Page.** (10 Points maximum for Partnerships)

Applicant Name: Missoula Elem   **Legal Entity:** 0583   Title IV B - 21st Century

Application: 2009-2010 Original Application-A1

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

| Overview | Application Type | Contact Information | Allocations | Program Detail | Budget Pages | Assurances, Common and Program | Submit | Application History | Amendment Description | Page_Lock Control |

| Populations/Needs Assessment | Program Operations | Program Abstract | Goals | Partnerships | Sustainability |

Partner Agency/Organization   Instructions

Partnerships

Identification of Partner Agency and Partnership Commitment/Involvement: Indicate the degree and nature of program involvement and responsibility of each of your partner agencies/organzations. It is realized that some locations may lack available partnerships and this situation should be validated here. (2000 Character maximum)

Partner Name	Contact/Phone	Type of Organization	Services
	Ext.		

Add Additional Entries

Save Page

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Click on the **Sustainability** tab. Enter the efforts you have made to sustain your fifth year program or enter a sustainability plan for a new program. NOTE: This question is dependent upon the type of application you chose. If you are fifth year program B) will appear. If you are a new program A) will appear. When completed, click **Save Page.** (6 Points maximum for Sustainability)

OPI **E-Grants System**

OPI
Home

Applicant Name: Missoula Elem   Legal Entity: 0583

Title IV B - 21st Century ▾
Printer-Friendly
Click to Return to Application Selec
Click to Return to Menu List / Sign Ou

Application: 2009-2010 Original Application-A1

| Overview | Application Type | Contact Information | Allocations | Program Detail | Budget Pages | Assurances, Common and Program | Submit | Application History | Amendment Description | Page_Lock Control |
| Populations/Needs Assessment | | | Program Operations | | Program Abstract | | Goals | | Partnerships | Sustainability |

Sustainability   Instructions

Application Type: New applicant or a current applicant submitting a NEW application for 21st Century CCLC Funding.

A) How will your initiative sustain itself when funding is reduced or ended? (2000 Character Maximum)

[text box]

Save Page

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Click on **Budget Pages.** See Page 20 and 21 for Object Codes and Purpose Categories. Click **Save Page.** (10 Points maximum for Budget)

Budget Detail   BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., $2536)   Instructions

Itemize and explain each expenditure amount that appears on the Budget Summary. Click on the "Create Additional Entries" button to enter additional information.

Description of Purpose Categories and Object Codes

Object Code	Purpose Category	Expenditure Description and Itemization		Delete Row
100 ▼	10 ▼	4 Enrichment instructors, summer program, hourly wage $20, 4 hours a day, 5 days a week, 6 weeks of program=$9600.	9600	☐
100 ▼	10 ▼	4 Enrichment instructos, school year, hourly wage $20, 3 hours a day, 5 days a week, 32 weeks during the school year=$38400	38400	☐
100 ▼	23 ▼	1/2 time Program Director for 12 months @ $25000	25000	☐
200 ▼	10 ▼	Fringe Benefits @15% TRS, FICA, unemployment and workers comp for 4 summer enrichment instructors	1440	☐
200 ▼	10 ▼	Fringe Benefits @15% TRS, FICA, unemployment and workers comp for 4 school year enrichment instructors	5760	☐
200 ▼	23 ▼	Fringe Benefits @30% TRS, FICA, health insurance, unemployment and workers comp for program director	7500	☐
500 ▼	22 ▼	21st Century annual conference, Helena, round trip mileage =$210, 4 motel rooms for 2 nights at state rate=$560, 2 dinners for 4=$96, 2 Breakfasts for 4=$48	914	☐
500 ▼	27 ▼	Student bus transportation. $25 per bus per night for 5 nights for 32 weeks for 2 busses	8000	☐
600 ▼	21 ▼	Parent Involvement Training materials, homework tips brochure $500.	500	☐

Create Additional Entries

Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	0	(F) Total budgeted above	$97,114
(B) Budgeted Property and Equipment Cost (Object 700)	0	(G) Budgeted Indirect Cost	0
(C) Allowable Direct Costs (A-B)	0	(H) Total Budget (F+G)	$97,114
(D) Indirect Cost Rate %	0		
(E) Maximum Indirect Cost (C*(D/1+D))	0	Allocation Remaining (A-H)	-$97,114

Calculate Totals   **Save Page**

Object Codes

100 Personal Service Salaries – Salaries Every **Salary item must have a Benefit attached to it.**

200 Employee Benefits – Benefits

300 Purchased Professional and Technical Services – Contracted services for administrative, professional, educational, technical, and cooperative services.

400 Purchased Property Services – Utilities, building usage charges, repairs and maintenance services, rent, minor construction.

500 Other Purchased Services – Student travel, employee travel, professional development, registrations, communications, printing.

600 Supplies – Instructional supplies and materials, textbooks, library materials software, minor equipment

700 Property – Capital outlay, including major construction and equipment usually>5000 (Requires Pre-Approval by the OPI)

800 Other Objects – Rare-Dues, fees, student organization costs

900 Transfers – Transfers to other districts or cooperatives under a consortium or cooperative. (Note: The Office of Public Instruction recommends to budget all 900 Transfers under Purpose Code 10 Instruction, rather than breaking down transfers into multiple purpose codes.) Used only for IDEA B and Preschool. NCLB/ESEA Transfers and REAP-flex handled on the Allocations page.

Purpose Categories

10 Instruction - Activities dealing directly with the interaction between teachers and students.

20 Support Services –

- • Instructional Staff – Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students (i.e. improvement of instruction services, designing curriculum).
- • Students – Activities designed to assess and improve the well-being of students and to supplement the teaching process. Non-instructional paraprofessionals should be recorded here.

21 Parental/Family Involvement – Activities provided by and for parent/guardians to learn about the intellectual and developmental needs of their children and to participate constructively in their children's education.

22 Professional Development – Activities associated with high quality professional development and training of school system personnel including in-service training and workshops.

23 Administration – Includes support services for general administration, school administrators (i.e. federal program staff at the district office, district facilitators), and business office.

27 Pupil Transportation – Activities concerned with the conveyance of students to and from school, as provided by state and federal law. Includes trips between home and school.

33 School and Community Support – Activities concerned with providing community services to students, staff, or other community participants. Activities performed by students that address a given community need and provide for structured opportunities linking tasks to the acquisition of values, skills, or knowledge by participating youths.

40 Facilities – Activities concerned with the acquisition of land and buildings; remodeling and maintenance of buildings; construction of buildings and additions to buildings.

Once your Budget Detail is completed, click on **Budget Summary**

Applicant Name: Butte Elem	Legal Entity: 0840	Title IV B - 21st Century
Application: 2008-2009 Original Application		Printer-Friendly / Click to Return to Application Select / Click to Return to Menu List / Sign Out

Overview	Application Type	Contact Information	Allocations	Program Detail	Budget Pages	Assurances, Common and Program	Submit	Application History	Page_Lock Control
	Budget Detail					Budget Summary			

Budget (Read Only)   Instructions

Code	Purpose Category	100 Personal Service-Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	800 Other Objects	TOTAL
10	Instruction	48,000	7,200						55,200 56.84 %
20	Support Services								
21	Parental/Family Involvement						500		500 0.51 %
22	Professional Development					914			914 0.94 %
23	Administration	25,000	7,500						32,500 33.47 %
27	Pupil Transportation					8,000			8,000 8.24 %
33	School and Community Support								
40	Facilities								
	Total Direct Costs	73,000 75.17 %	14,700 15.14 %			8,914 9.18 %	500 0.51 %		97,114
	Approved Indirect Cost X 0%								
	Total Budget								97,114

Click on **Assurances, Common and Program.** Please read, check agreement and enter name. Click **Legal Entity Agrees.**

OPI E-Grants System

Applicant Name: Butte Elem   Legal Entity: 0840   Title IV B - 21st Century

Application: 2008-2009 Original Application

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview	Application Type	Contact Information	Allocations	Program Detail	Budget Pages	Assurances, Common and Program	Submit	Application History	Page_Lock Control

Common Assurances		Title_IV Part B		Assurances

Common Assurances for Federal Programs   Instructions

☐ By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below, as applicable to the program(s) for which funding is requested.

Assurances

Each legal entity, district, cooperative or agency that participates in one or more of the programs listed below MUST complete and return this form to the Office of Public Instruction (OPI) prior to the award of funds for any U.S. Department of Education administered program.

Submission of this form is not an application for funds and does not obligate the applicant or OPI for the programs. The following pages consolidate common assurances required by federal law that apply to the federal programs listed below. Additional specific program assurances may be included in the application or program plan for that individual program.

Common Assurances

The Common Assurances listed below in items 1-21 apply to all programs administered by the U.S. Department of Education through the Office of Public Instruction, including all programs found in the following Acts:

- ESEA Reauthorized by the No Child Left Behind Act of 2001, Pub. L. No. 107-110, 115 Stat. 1425- Individuals with Disabilities Education Act (IDEA), Part B, 20 USC Section 1400- Carl D. Perkins Vocational and Technical Education Act, 20 USC Section 2301
- Workforce Investment Act, 29 USC Section 2801

assistance; and Title IX of Education Amendments of 1972, as amended, 20 USC Section 1681 et seq., which prohibits discrimination on the basis of sex in education programs receiving federal financial assistance; and the Age Discrimination Act of 1975, as amended, 42 USC Section 6101 et seq., which prohibits discrimination on the basis of age in programs receiving federal financial assistance; and all regulations, guidelines, and standards lawfully adopted under the above statutes by the U.S. Department of Education.

Gun-Free Schools

19. That the applicant is in compliance with the Gun-Free Schools Act requirements of Section 20-5-202, MCA.

Debarment and Suspension

20. That the applicant certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation by any federal department or agency, and agrees that it will not knowingly enter into any subcontract or subgrant with a person or agency who is debarred, suspended, declared ineligible or voluntarily excluded from participation by any federal department or agency. If the applicant is unable to provide this certification, an explanation must be attached (see statutory detail in 34 CFR Section 85.105 and 85.110).

Lobbying and Political Activity

21. That the applicant certifies that federal funds will not be used for partisan political purposes of any kind by any person or organization involved in the administration of federally assisted programs. [Hatch Act (S USC 1501- 508) and Intergovernmental Personnel Act of 1970, as amended by Title VI of Civil Services Reform Act (Pub. L. No. 95-454, Section 4728)]:

a. federal funds received for programs covered by this common assurance form will not be used to influence or attempt to influence an officer or employee of any agency, a Member, officer, or employee of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of any federal contract; making any federal grant or loan; entering into any cooperative agreement; and extending, continuing, renewing, amending, or modifying any federal contract, grant, loan, or cooperative agreement.

b. if funds other than federally appropriated funds have been or will be paid to any person for influencing or attempting to influence any of the parties named above, Standard Form LLL, "Disclosure Form to Report Lobbying" will be completed and submitted in accordance with its instructions and returned to OPI.

c. the language of this section will be included in any subcontracts entered into for funds received under programs covered by this common assurance form, and ensure that all subcontractors certify and disclose accordingly (see statutory detail 34 CFR Section 82).

Common Assurances agreed to on: _____

○ Authorized Representative   [_____]

○ Alternate (Provide Name and Title/Position)   Name: [_____]

          Title/Position: [_____]

Legal Entity Agrees

Click on **Title IV Part B** Please read and check agreement, then click **Save Page.**

OPI E-Grants System

Applicant Name: Butte Elem

Application: 2008-2009 Original Application

Legal Entity: 0840

Title IV B - 21st Century ▼

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

| Overview | Application Type | Contact Information | Allocations | Program Detail | Budget Pages | Assurances, Common and Program | Submit | Application History | Page_Lock Control |

| Common Assurances | Title_IV Part B | Assurances |

Specific Program Assurances-ESEA Title IV Part B

Instructions

☐ By checking this box and saving the page, the applicant hereby certifies that he or she has read, understood and will comply with the assurances listed below.

1. That the program will take place in a safe and easily accessible facility [Pub. L. No. 107-110 Section 4204(b)(2)(A), 115 Stat. 1770].
2. That the program was developed and will be carried out in active collaboration with the schools the students attend [Pub. L. No. 107-110 Section 4204(b)(2)(D), 115 Stat. 1770].
3. That the program complies with the Principles of Effectiveness and fosters a safe and drug-free learning environment [Pub. L. No. 107-110 Section 4204(b)(2)(E), 115 Stat. 1770].
4. That the program will primarily target students who attend schools eligible for schoolwide programs under Pub. L. No. 107-110 Section 1114, 115 Stat. 1471 and the families of such students [Pub. L. No. 107-110 Section 4204(b)(2)(F), 115 Stat. 1770].
5. That the funds will be used to supplement and not supplant other non-federal funds that would be otherwise available [Pub. L. No. 107-110 Section 4203(a)(9), 115 Stat. 1768].

Save Page

Clicking on **Assurances** will show that both Common Assurances and 21st Century Assurances have been agreed upon. Click **Legal Entity Agrees.**

OPI E-Grants System

OPI
Home

Applicant Name: Butte Elem   **Legal Entity:** 0840

Application: 2008-2009 Original Application

Title IV B - 21st Century

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

| Overview | Application Type | Contact Information | Allocations | Program Detail | Budget Pages | Assurances, Common and Program | Submit | Application History | Page_Lock Control |

| Common Assurances | | Title_IV Part B | | Assurances |

Assurance Agreement   Instructions

The authorized representative of the applicant who is identified below certifies that he or she has read, understood and will comply with all of the provisions of the following assurances.

NOTE: These checkboxes will be automatically filled in as each of the separate assurances are read and completed.

☑   Common Assurances

☑   21st Century Assurances

Legal Entity Agrees

Clicking on Submit will allow you to submit your application to your Authorized Representative for approval. The Authorized Representative will be the person that submits the application to OPI. Click Consistency Check.

OPI E-Grants System

Applicant Name: Missoula Elem

Application: 2009-2010 Original Application-A1

Legal Entity: 0583

Title IV B - 21st Century

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

| Overview | Application Type | Contact Information | Allocations | Program Detail | Budget Pages | Assurances, Common and Program | Submit | Application History | Amendment Description | Page_Lock Control |

Submit   Instructions

The Consistency Check must be successfully processed before the application can be submitted to the OPI.
The Authorized Representative must review and approve Assurances before submitting the application to the OPI.

[Consistency Check]   [Lock Application] [Unlock Application]

Assurances

LEA Data Entry

LEA Auth Rep

Grant Admin - Final Review

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If you grant has been completed correctly your screen will look like this. This means that your Authorized Representative will need to agree to the Common Assurances and Submit the application.

OPI E-Grants System

OPI
Home

Applicant Name: Butte Elem
Application: 2008-2009 Original Application

Legal Entity: 0840

Title IV B - 21st Century ▼
Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

| Overview | Application Type | Contact Information | Allocations | Program Detail | Budget Pages | Assurances, Common and Program | Submit | Application History | Page_Lock Control |

Submit

Instructions

Assurances must be reviewed and approved before you can submit your application.
The application has been locked by the consistency check process.

[Consulting] [Close Consulting] [Lock Application] [Unlock Application]

Assurances

Consistency Check was run on: 3/6/2008

LEA Data Entry

LEA Auth Rep

Grant Admin - Final Review

If you did not complete your grant, your screen might look similar to this. You would need to go back and complete the areas designated.

OPI E-Grants System

OPI
Home

Applicant Name: Butte Elem   Legal Entity: 0840   Title IV B - 21st Century

Application: 2008-2009 Original Application

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

| Overview | Application Type | Contact Information | Allocations | Program Detail | Budget Pages | Assurances, Common and Program | Submit | Application History | Page_Lock Control |

Submit   Instructions

Consistency Check completed. After correcting the errors noted below, the consistency check must be performed again.

- Title IV B - 21st Century
  - Contact Information Project Director - Yes dedicated time -must state whether or not there will be a Project Director.
  - Contact Information District Clerk Summer Phone Area Code is a required field.
  - Contact Information Authorized Representative Summer Phone Area Code is a required field.
  - Partnerships Partner Agency Commitment Description is a required field.

The Consistency Check must be successfully processed before you can submit your application.
Assurances must be reviewed and approved before you can submit your application.
Assurances must be reviewed and approved before you can submit your application.

[Consistency Check]   [Consulting]   [Close Consulting]   [Lock Application]   [Unlock Application]

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